



Kay Ivey
Governor

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
1651 RUBY TYLER PARKWAY
TUSCALOOSA, AL 35404
205-507-8000
WWW.MH.ALABAMA.GOV



Kimberly G. Boswell
Commissioner

Audrey McShan
Facility Director

EMPLOYMENT OPPORTUNITY

JOB TITLE: Communications Officer

OPEN DATE: 2/3/2023

CLOSE DATE: Until Filled

JOB LOCATION: Bryce Hospital
Tuscaloosa, Alabama

NUMBER: 23-02
JOB CODE: S8500

SALARY

- Range 46 (\$21,926.40- \$34,243.20 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Graduation from a standard senior high school.
- 12 months or more experience in the operation of a law enforcement radio and telephone switchboard preferred.

KIND OF WORK

- Operates communication system (e.g., police radio, telephone, intercom, and switchboard).
- Monitors alarm system.
- Handles complaints and requests from staff, patients, and visitors.
- Schedules trips for transportation daily.
- Receives patients' funds.
- Issues and receives facility keys.



- Registers vehicles.
- Assists visitors with completing the visitation and inventory list forms.
- Inputs data into CARES and Electronic Health Records (EHR) systems.
- Completes ADMH and Bryce Hospital forms and documents.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and use of proper English and grammar.
- Ability to be available in times of emergencies.
- Ability to work with all age groups.
- Ability to operate a telephone switchboard and radio system under heavy traffic.
- Ability to understand and follow written and verbal instructions.
- Ability to be firm and tactful in dealing with patients, staff, and the public.
- Ability to remain alert, act quickly, and use good judgment in emergencies.
- Ability to work shift hours and weekends as required.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.